

# DEBEL TRAINING

MOBILE: 0549957298/0322499939



## APPLICATION FOR EMPLOYMENT

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### SECTION A: OFFER, PERSONAL INFORMATION & ENTRY REQUIREMENTS

SELECT YOUR PREFER OFFER: INTERNAL OFFER ☐ EXTERNAL OFFER ☐

- ☐ Internal Offer is working directly with debel without a monthly charge for the service provided.  
☐ External Offer is working with any third party with a monthly charge for the service provided.

TICK选择: <input type="checkbox"/> NEW 新员工			<input type="checkbox"/> EXISTING 现在员工			<input type="checkbox"/> OLD 老员工			Gender: 性别		
START DATE: 开始日期			DEPARTMENT: 部门			DAY 白班 <input type="checkbox"/>			NIGHT 晚班 <input type="checkbox"/>		
SALARY: 工资			Daily: 日新 <input type="checkbox"/>			Weekly: 周结 <input type="checkbox"/>			Monthly: 月结 <input type="checkbox"/>		
INCENTIVE: 激励			Bonus 奖金: <input type="checkbox"/>			Overtime 加班: (fee for 1 hour) <input type="checkbox"/>			EMPLOYEE'S ID#: 员工卡号		
NAME: 姓名											
MOBILE NO.: 手机号				ADDRESS: 地址				HOMETOWN: 家乡			
DATE OF BIRTH: 出生日期				AGE: 年龄		<input type="checkbox"/> SINGLE: 单身		<input type="checkbox"/> MARRIED: 结婚 (____ KID)			
EDUCATION: 教育背景				<input type="checkbox"/> PRIMARY 小学		<input type="checkbox"/> JHS 中学		<input type="checkbox"/> SHS 高中		<input type="checkbox"/> HIGHER 高等; 大学	
EMERGENCY CONTACT: 紧急联系人				NAME(NEXT OF KIN): 姓名(近亲)							
				RELATIONSHIP: 关系				MOBILE NO.: 手机号			
LAST JOB: 最后工作				LOCATION: 位置				CITIZENSHIP: ID NO. 国籍卡号			

### ENTRY REQUIREMENTS/ELIGIBILITY

- ☐ Any applicant being 18 years and above with or without formal or informal education background. (Eligibility)  
☐ Medical and Induction  
☐ Completely filled out employment form.
- ☐ Photocopy of result slip/testimonial/terminal reports/introductory/recommendation letter.  
☐ 2-passport size photographs with white background.  
☐ Full payment of registration fee.  
**NB:** Any payment made is not refundable.

### TERMS & CONDITIONS OF SERVICE

- ☐ Please refer to **Section B (P.2)** for the debel conditions of service for both Internal and External offers.  
☐ **FOR EXTERNAL OFFER USE ONLY:**  
1. The Third Party Conditions of service including Salary negotiation is between the applicant (employee) and the third party without the intervention of Debel Authority or Management.  
2. Payment of Salary is made or paid directly to debel or any debel related company; 80% paid to the employee, whiles 20% service (offer) provided charge is **deductible monthly** as long as the employee remains at post in our service or offer. This is same for any external offer now and the future.  
3. Food amount inclusive in the daily rate and paid monthly; no accommodation but transport provided.

## SECTION B: CONDITIONS OF SERVICE, OFFENCES/SANCTIONS & APPLICANT/EMPLOYEE/GUARDIAN DECLARATION

### PAYMENT DATE FOR SALARY

(Payment made at the Office ONLY)

- ☐ Early Payment: 30th-31st (exactly the end of the month).  
☐ Late Payment: 3rd-5th of every other month.

#### WORKERS' WAGE/SALARY, OVERTIME, BONUS AND WORKING HOURS

**Salary:** The pay day for every worker is from Monday to Sunday. The mode of payment is Cash, Mobile money or Bank transfer. There is **no double pay** or **mark** for any **weekend workdone**. Bonus for hardworking is paid for full attendance of the month and overtime is paid as usual.

**Working hours:- Day Shift:** 7:00am - 5:00pm **Night Shift:** 7:00pm - 5:00am  
**Break time:- Day Shift** 11:30am-1:00pm; **Night Shift** 11:30pm-1:00am

#### WORKERS' OFFENCES AND ITS SANCTIONS

The following regulations and penalties are published for the benefit of workers and it also intended to help workers to have a peaceful stay in the Company and Hostel.

#	OFFENCE	SANCTION
1.	Physical Assault Verbal Assault Sexual Assault	1 <sup>st</sup> Caution with written apology. 2 <sup>nd</sup> Suspension plus appropriate compensation. 3 <sup>rd</sup> Ejection/Dismissal/Termination from the Company/Institution.
2.	Noise Making Drunkenness Drug Abuse	1 <sup>st</sup> Caution with written apology. 2 <sup>nd</sup> Suspension 3 <sup>rd</sup> Dismissal/Termination
3.	Stealing/theft/Fraud	1 <sup>st</sup> Replacement/Counseling 2 <sup>nd</sup> Dismissal/Termination
NB: ONLY EMPLOYEE WITH TRIVIAL NON CRIME RELATED CASE QUALIFIES FOR PAYMENT FOR OUTSTANDING WAGE OR SALARY.		

#	OFFENCE	SANCTION
4.	Lateness	1 <sup>st</sup> 15 minutes late: 5ghc 2 <sup>nd</sup> 30-60 minutes late: 10ghc 3 <sup>rd</sup> Late after 60 minutes: Absent
5.	Refusing to go to work without permission of any tangible reason.	1 <sup>st</sup> 1 day absent: No Payday 2 <sup>nd</sup> 2 days absent: 100ghc 3 <sup>rd</sup> 3 days absent: Termination
6.	Littering/throwing out water at unauthorized places.	1 <sup>st</sup> Caution and cleaning the place. 2 <sup>nd</sup> A fine of 50ghc 3 <sup>rd</sup> Ejection from the Company
7.	Playing games or receiving personal calls during working hours.	1 <sup>st</sup> Suspension 2 <sup>nd</sup> Dismissal/Termination
8.	New worker who stops the work in less than two (2) weeks period after the recruitment.	Loses any outstanding salary
9.	Absent for one or two entries of the daily attendance.	Loses the Payday or any daily mark.
10.	Failure to clarify and confirm your Salary on your Payslip within the last two days which marks the end of the month.	Management would not take any responsibility of the shortage of payment.

## SECTION C: APPLICANT/EMPLOYEE/GUARDIAN DECLARATION

### APPLICANT DECLARATION

I, ..... accept to abide by the rules and regulations of the Company and if there is any default(s), I accept the consequences offered by the Company or Institute.

Signature: ..... ID#: ..... Date: .....

### GUARDIAN DECLARATION

I, ..... hereby declare and undertake that the contents of the application and other documents filed by my ward seeking for job under debel are true and correct. I have also read the terms and conditions of debel and agree to be bound by the same.

Signature: ..... ID#: ..... Date: .....

### FOR OFFICE USE ONLY:

**REG. CODE**

**JOB/WORK  
LOCATION**

Management Remarks

Accepted

☐

Denied

☐

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_